

OZFORD

HAPPY
BE THE ACHIEVER

Postgraduate
Degrees
Course Guide



www.ozford.edu.au



Welcome to Ozford Institute of Higher Education (OIHE). We are an innovative educational institute located in the heart of Melbourne who is proud of its highly qualified and experienced academic staff with a track record of scholarship and academic leadership.

Ozford Institute of Higher Education offers courses that prepare you for a successful professional career. For example, the Master of Business Administration, Master of Professional Accounting, and Graduate Diploma in Management. Ozford is committed to providing quality educational programs for students to achieve their educational and personal goals and embrace lifelong learning. Our institution fosters a personalised environment where students can develop

skills and values to enable them to participate effectively in their chosen career field and the wider community.

Our staff, modern facilities and practical learning programs will provide you with the tools to achieve your study and professional goals. Our spacious classrooms have ample natural light and are equipped with the latest technology to provide a dynamic learning environment.

Students also have access to wide-ranging library and online resources, computers, free Wi-Fi and internet, printing, and kitchen facilities.

So, please look through this course guide, see what we have to offer and start your education journey with us.

Care and Support

Get support every step of the way by accessing a range of free services available to all students and make use of the many ways Ozford can help during your academic journey.



**ORIENTATION AND
TRANSITION SUPPORT**



**AIRPORT PICK-UP
SERVICES**



**ACCOMMODATION
ARRANGEMENT**



**MEDICAL AND
HEALTH COVER**



**WELLBEING AND
PERSONAL COUNSELLING**



**SCHOLARSHIPS AND
AWARDS**



LIBRARY SERVICES



ACADEMIC SUPPORT



GENERAL SUPPORT



**COMMUNITY
INVOLVEMENT**



**EVENTS AND RECREATIONAL
ACTIVITIES**



**STUDENT SUCCESS
PROGRAM**



PATHWAYS



FLEXIBLE INTAKES



ALUMNI NETWORK



Oxford Institute of Higher Education

Postgraduate Degrees

Master of Business
Administration (MBA)

Trimesters

4

Duration

2
YEARS

Master of Professional
Accounting (MPA)

Trimesters

4

Duration

2
YEARS

Graduate Diploma in
Management

Trimesters

2

Duration

1
YEAR

MASTER OF BUSINESS ADMINISTRATION (MBA)

CRICOS Code: 107422M

Australian companies in a recent survey conducted by the World Economic Forum, identified the following emerging skills: creativity, originality and initiative, analytical thinking and innovation, active learning, technology design and programming, complex problem-solving, critical thinking and analysis, leadership and social influence, emotional intelligence, reasoning and resilience, stress tolerance and flexibility. The skills students will acquire are transferable to many roles, as MBA graduates are strongly represented across many industry sectors. The proposed MBA will seek to equip students with these skills and provide graduates with employment opportunities both domestically and globally.

Course Outline

The overall purpose of the Master of Business Administration (MBA) program is to develop competent, knowledgeable, and practical leaders who add value to the professional business community. Students will learn the principles behind an organisation's structure and operational challenges, along with how organisations and individuals meet these in the context of cultural diversity and in an ever-changing global environment.

An MBA is widely regarded as the degree of choice for those aspiring to management and leadership positions. Graduates of OIHE's MBA will have skills in marketing, organisational and financial strategies, global practices and key communication skills underpinning effective business leadership. MBA graduates should have a range of employment opportunities in roles such as: Business Executive, Business Consultant, Business Development Manager, Entrepreneur, Finance Manager, General Manager, Specialist Manager, Marketing Manager, Operations Manager, Program Manager and Sales Manager. The course will allow graduates to advance their career over a range of domestic and/or global business management settings.



Study Mode

Full-time, face to face



Location

310 King Street, Melbourne VIC 3000



Duration

Full-time, 2 years (4 Trimesters)



Course Requirements

OIHE's MBA is a 16-unit full MBA course.
8 Core units plus 7 MBA units and 1 elective unit.



Entry Requirements

English Entry Requirements

International Students

IELTS score of a minimum of 6.5 with no band less than 6.0 or equivalent.

<https://ozford.edu.au/master-of-business-administration-mba/>

Academic Entry Requirements

International Students

Completion of an Australian Bachelor's degree (or equivalent) in any discipline; or
Completion of an Australian Graduate Diploma (or equivalent) in a similar discipline.

Fees

\$18,800 per annum

Minimum Age

Students must be minimum 18 years of age prior to commencing a course at the Institute.



MASTER OF BUSINESS ADMINISTRATION (MBA)

CRICOS Code: 107422M

8 Core Units

- COM5981 Professional Business Communications
- ACC5901 Financial Analysis and Decision Making
- STA5951 Quantitative Business Analysis
- ICT5941 Business Information Systems
- ECO5911 Managerial Economics
- LAW5916 Business Law
- ENT5966 Entrepreneurship
- MKT5961 Global Marketing Management

7 MBA Units

- FIN6931 Business Finance
- MGT6921 Leadership and Change Management
- ACC6902 Managerial Accounting
- HRM6971 Global Human Resource Management
- MGT6925 Globalisation and Business Strategy
- MGT6922 Professional Ethics and Corporate Governance
- WIL6991 Business Internship

1 Elective (from list below) *

- MGT6923 Global Project Management
- ECO6912 Global Trade and Markets
- ICT6942 Business Data Analytics

**Elective unit availability is subject to minimum enrolment numbers*

WIL6991 Business Internship

The Business Internship unit is a core unit of both the Master of Professional Accounting and the Master of Business Administration courses and is designed as a project-based work-integrated learning activity for students.

The unit is designed to ensure that all students not only have contemporary industry-related experiences but are also engaged in higher-order work-related learning and competency development, particularly in the areas of project development, project analyses and project management, including interpersonal negotiation, oral and written communication skills.

It is expected that students in undertaking this unit will perceive themselves as creative problem solvers who can transform information into innovative solutions and strategies with sound ethical and moral and scholarly foundations. It is also expected that students in meeting the requirements of

this unit, students will comply with all legal and regulatory requirements and promote sustainable business practices. The unit is clearly designed to provide an overarching reflection, demonstration and application of the knowledge and skills gained from previously studied units.

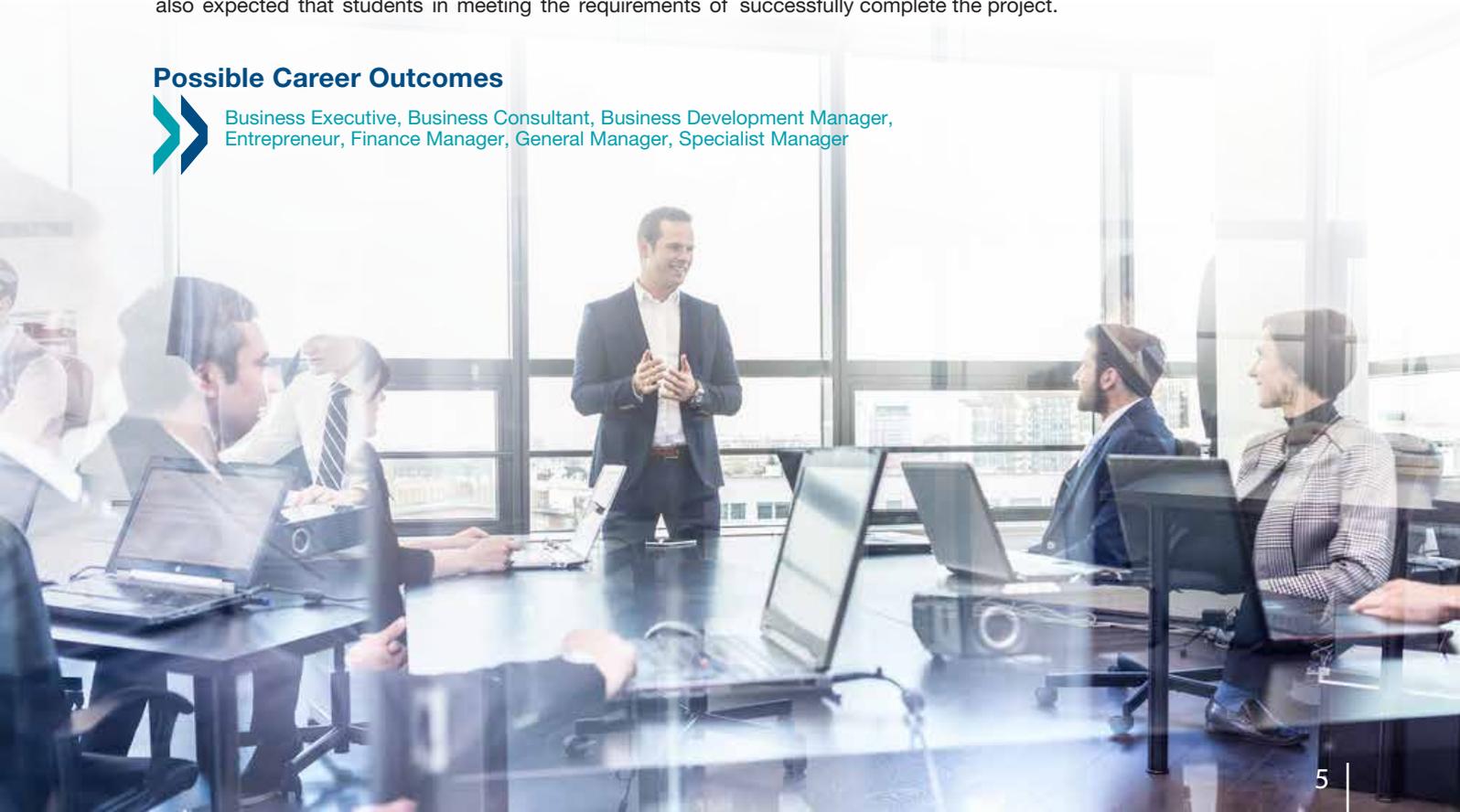
Students will normally be assigned to a project team prior to placement. Some team members may be part of the workplace and not involved in enrolled in the course or undertaking the internship unit. Students who are currently employed or working in a relevant course-related role will be able to have a suitable negotiated and approved work project recognised.

The unit will be under the academic supervision of WIL coordinators, informed by an agreed workplace supervisor, to provide the intellectual and scholarly base necessary to successfully complete the project.

Possible Career Outcomes



Business Executive, Business Consultant, Business Development Manager, Entrepreneur, Finance Manager, General Manager, Specialist Manager



MASTER OF PROFESSIONAL ACCOUNTING (MPA)

CRICOS Code: 107423K

Employment is projected to rise in 17 of the 19 industries over the five years to May 2023. Around two thirds of new jobs during this period are expected to come from four main industries, including Professional, Scientific and Technical Services (106,600, or 10.2%) with accountants comprising the biggest occupation group of this industry.

The accountancy profession is being moulded by large-scale changes ranging from globalisation to automation, cloud accounting and artificial intelligence. Australian companies in a recent survey conducted by the World Economic Forum, identified the following emerging skills: creativity, originality and initiative, analytical thinking and innovation, active learning, technology design and programming, complex problem-solving, critical thinking and analysis, leadership and social influence, emotional intelligence, reasoning and resilience, stress tolerance and flexibility. The Master of Professional Accounting will seek to equip students with a number of the above skills to qualify for membership to professional accounting bodies, and provide graduates with an internationally recognised set of credentials and employment opportunities both domestically and globally.

Course Outline

The Master of Professional Accounting (MPA) is designed principally for students from non-accounting backgrounds who wish to make a career change or simply to develop an understanding of the technical and social role accounting plays in contemporary business. As such, the MPA is a broad-based qualification that integrates the core accounting studies with authentic learning experience gained through participating in a Business Internship as a work integrated learning unit.

This program will help students develop the skills and expertise they need for a rewarding career in accounting. Students are expected to develop the knowledge and expertise to future-proof their career, where they will undertake advanced learning in both theory and professional practice and learn to solve critical accounting and business problems in innovative ways.

A 2019 publication by the Department of Education, Skills and Employment, Australian Jobs 2019 provides an overview of trends in the Australian labour market to support job seekers and providers, career advisers, people considering future training and work and people interested in labour market issues. According to this report, accountants represent the biggest occupation group in Australia making up over 39% of the employed occupation groups. More than three quarters of this group hold a bachelor's degree or higher qualification. Accountants represent the second biggest occupation group after registered nurses and followed by primary school teachers



Study Mode

Full-time, face to face



Location

310 King Street, Melbourne VIC 3000



Duration

Full-time, 2 years (4 Trimesters)



Course Requirements

OIHE proposed MPA is a 16-unit full MPA course.
8 Core units plus 8 MPA units.



Entry Requirements

English Entry Requirements

International Students

IELTS score of a minimum of 6.5 with no band less than 6.0 or equivalent.

<https://ozford.edu.au/master-of-professional-accounting/>

Academic Entry Requirements

International Students

Completion of an Australian Bachelor's degree (or equivalent) in any discipline; or
Completion of an Australian Graduate Diploma (or equivalent) in a similar discipline.

Fees

\$18,800 per annum

Minimum Age

Students must be minimum 18 years of age prior to commencing a course at the Institute.



MASTER OF PROFESSIONAL ACCOUNTING (MPA)

CRICOS Code: 107423K

8 Core Units

- COM5981 Professional Business Communications
- ACC5901 Financial Analysis and Decision Making
- STA5951 Quantitative Business Analysis
- ICT5941 Business Information Systems
- ECO5911 Managerial Economics
- LAW5916 Business Law
- ENT5966 Entrepreneurship
- MKT5961 Global Marketing Management

8 MPA Units

- ACC6902 Managerial Accounting
- ACC6903 Financial Reporting
- ACC6904 Advanced Financial Accounting
- FIN6931 Business Finance
- ACC6905 Auditing and Compliance
- LAW6917 Taxation Law
- MGT6922 Professional Ethics and Corporate Governance
- WIL6991 Business Internship



Possible Career Outcomes

An external auditor and assurance specialist and an insolvency specialist may be achievable in the longer term, further professional qualifications would be required.

WIL6991 Business Internship

The Business Internship unit is a core unit of both the Master of Professional Accounting and the Master of Business Administration courses and is designed as a project-based work-integrated learning activity for students.

The unit is designed to ensure that all students not only have contemporary industry-related experiences but are also engaged in higher-order work-related learning and competency development, particularly in the areas of project development, project analyses and project management, including interpersonal negotiation, oral and written communication skills.

It is expected that students in undertaking this unit will perceive themselves as creative problem solvers who can transform information into innovative solutions and strategies with sound ethical and moral and scholarly foundations. It is also expected that students in meeting the requirements of this unit, students will comply with all legal and regulatory requirements and promote sustainable business practices.

The unit is clearly designed to provide an overarching reflection, demonstration and application of the knowledge and skills gained from previously studied units.

Students will normally be assigned to a project team prior to placement. Some team members may be part of the workplace and not involved in enrolled in the course or undertaking the internship unit. Students who are currently employed or working in a relevant course-related role will be able to have a suitable negotiated and approved work project recognised.

The unit will be under the academic supervision of WIL coordinators, informed by an agreed workplace supervisor, to provide the intellectual and scholarly base necessary to successfully complete the project.



GRADUATE DIPLOMA IN MANAGEMENT

CRICOS Code: 107424J

According to the Australian Government 2019 Employment Projections Report [Available at <https://docs.employment.gov.au/system/files/doc/other/australianjobs2019.pdf> , viewed 8 July 2020] – for the five years to May 2024, projected annual employment growth for all managerial occupations is 6.2%. If we break that down into “specialist managers” we see greater predicted increases. For example, Business Administration Managers (12.1%), Corporate Services Managers (14.9%) and Research and Development Managers (10%).

Course Outline

The Graduate Diploma in Management is designed for those students who are seeking to broaden their skills and expand their employment opportunities, or as a pathway to further education. Students will develop key foundation competencies to successfully carry out a management role. The course will develop knowledge and skills related to key management functions such as financial and quantitative business analysis, economic analysis, entrepreneurial and global marketing management opportunities, as well as the legal issues that affect managers, and leaders of organisations.

The Graduate Diploma in Management can be taken as a stand-alone course or as a pathway to the Master of Business Administration or Master of Professional Accounting.

8 Core Units

- COM5981 Professional Business Communications
- ACC5901 Financial Analysis and Decision Making
- STA5951 Quantitative Business Analysis
- ICT5941 Business Information Systems
- ECO5911 Managerial Economics
- LAW5916 Business Law
- ENT5966 Entrepreneurship
- MKT5961 Global Marketing Management

Possible Career Outcomes

- Operations Manager
- Corporate Strategist
- Administration manager
- Corporate Leader



Study Mode

Full-time, face to face



Location

310 King Street, Melbourne



Duration

Full-time, 1 year (2 trimesters)



Course Requirements

8 core units
The Graduate Diploma in Management is an entry and exit course and allows articulation into the Master of Business Administration (MBA) and Master of Professional Accounting (MPA)



Entry Requirements

English Entry Requirements

International Students

IELTS score of a minimum of 6.0 with no band less than 6.0 or equivalent.

<https://ozford.360.com.au/higher-education/graduate-diploma-in-management/>

Academic Entry Requirements

International Students

Completion of an Australian Bachelor's degree (or equivalent) in any discipline; or
Completion of an Australian Graduate Diploma (or equivalent) in a similar discipline

Minimum Age

Applicants must be minimum 18 years of age prior to commencing a course at the Institute.

Fees

\$18,800 per annum

HOW TO APPLY

1 YOUR APPLICATION

Read the Ozford brochure, course information, pre-enrolment information and terms and conditions of enrolment (available at www.ozford.edu.au)
Choose an Ozford course that you wish to apply for
Complete our online application via <http://soeac.ozford.edu.au/student/apply>
Upload certified/notarised supporting documentation required in English with the application (please refer to "the application check list")
For any enquiries email: enrolment@ozford.edu.au

2 APPLICATION ASSESSMENT

Upon receiving your application, Ozford will assess the application according to the admissions policies.
Student may be required to attend the Genuine Temporary Entrants (GTE) interview at this stage.

3 OFFER LETTER

You will be provided with a written Offer Letter and Student Acceptance Agreement if your application is successful and this will generally take 1 to 3 working days for Ozford programs. Pathway applications may take approximately 2 to 4 weeks.

4 ACCEPTING OFFER

To accept the offer, sign the Student Acceptance Agreement.
Submit any outstanding documents (if required).
Complete the Homestay and Airport Pick-up Application Form (if required).
Send the above documents to Ozford or your local education agent.

5 MAKING PAYMENT

Make payment amount according to Student Acceptance Agreement. Please include your student ID, full name and date of birth as a reference for payment.

Fee Payment Methods:  Online payment*  Telegraphic transfer  Direct deposit  Visit our Accounts Office  Pay by mail

Higher Education

Account Name	Ozford Institute of Higher Education
Bank	National Australia Bank
BSB No.	083-144
Account No.	247-534-960
Branch Address	500 Bourke St, Melbourne VIC 3000, Australia
SWIFT Code	NATAAU3303M

*MasterCard and Visa are accepted. It is important to provide the deposit evidence and student enrolment details to the Ozford Accounts Office for identification purposes.
Visit www.ozford.edu.au/make-a-payment/

6 ELECTRONIC CONFIRMATION OF ENROLMENT

Electronic Confirmation of Enrolment (eCoE) will be issued upon receipt of completed Student Acceptance Agreement and relevant tuition fee payment.

9 ARRIVING IN MELBOURNE

Contact Ozford as soon as you arrive in Melbourne.
Attend orientation (Bring your eCoE, offer letter or evidence of payment, passport and copy of your visa if applicable).
For orientation dates visit www.ozford.edu.au/key-dates/orientation/

8 HOMESTAY AND AIRPORT PICK-UP

Once the visa has been granted, contact Ozford to arrange homestay and airport pick-up services (if applicable).

7 VISA APPLICATION

Include the eCoE(s) with your visa application. Please consult your local education agent about visa application matters or visit the Department of Home Affairs website for more details on visa application to Australia: www.homeaffairs.gov.au





2022

TRIMESTER DATES

Trimester 1	15 March- 22 July
Trimester 2	25 July - 31 December
Trimester 3	21 November-17 February 2023

INTAKES ORIENTATION

Trimester 1	15 March	04 March
Mid Intake	02 May	29 April
Trimester 2	25 July	15 July
Mid Intake	12 September	09 September
Trimester 3	21 November	11 November

2023

TRIMESTER DATES

Trimester 1	14 March - 21 July
Trimester 2	07 August - 31 December
Trimester 3	04 December - 01 March 2024

INTAKES ORIENTATION

Trimester 1	14 March	04 March
Mid Intake	15 March	04 May
Trimester 2	07 August	28 July
Mid Intake	25 September	14 September
Trimester 3	04 December	24 November

OZFORD



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